

## POSITION DESCRIPTION

DEPARTMENT: 01.7244 BEACON CLINIC GRANT

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**POSITION TITLE:** Beacon Clinic Part C Program Manager 1603

**SUPERVISOR:** Clinic Financial Manager

**DATE REVISED:** 01/2012

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*THERE IS AN EXPECTATION THAT YOU WILL OBSERVE ALL **BCH ENCORE!** VALUES AND THE CODE OF ETHICS, AND THAT YOU WILL EMBRACE THE PHILOSOPHY AND MISSION FOR PATIENT CENTERED CARE. IN AN EFFORT TO PROMOTE TEAMWORK, YOUR JOB RESPONSIBILITIES ARE FLEXIBLE AND MAY INCLUDE MORE OR LESS THAN IS SHOWN HERE.*

### **POSITION SUMMARY**

Provides leadership and management of Grant related duties and works with clinic director and providers to ensure smooth workflow.

### **JOB QUALIFICATIONS**

#### **EDUCATION/TRAINING, CREDENTIALS AND EXPERIENCE**

1. Associate degree in Health or Business Administration preferred.
2. Minimum one-year experience in a health care setting preferred.

#### **KNOWLEDGE, SKILL AND ABILITY**

1. Leadership, planning, and facilitation skills; proven ability to work with diverse groups (including customers/clients) to:
  - a. identify a common vision, mission, and goals;
  - b. develop and implement plans to accomplish the vision, mission and goals;
  - c. negotiate agreements among all parties involved regarding their respective roles in the oversight and implementation of the work plan;
  - d. ensure ongoing accountability of all parties for implementation of the work plan per agreements.
2. Grant writing and grants management expertise, especially at the federal level.
3. Developing and managing complex budgets of \$300,000-\$500,000 including reconciling several different accounting systems, fiscal years, etc.
4. Program development and management expertise, especially in a collaborative, multi-agency environment with accountabilities to multiple entities.
5. Experience working with community partners.
6. Superior written and verbal communication skills.
7. Theory and practice of Quality Improvement processes.
8. Knowledge of HIV/AIDS programs and policy at the local, state and federal levels, knowledge of organizational policies, procedures and systems, with the ability to effectively communicate and implement them.
9. Knowledge of reimbursement regulations and requirements.
10. Knowledge of computer systems and applications.
11. Knowledge of ICD-9 and CPT codes.
12. Skill in planning, organizing, delegating and supervising.
13. Skill in time management.
14. Skill in providing leadership and support.
15. Skill in gathering and interpreting data.

16. Skill in verbal and written communication.
17. Skill in researching, preparing, and presenting comprehensive reports.
18. Skill in decision-making and problem solving.
19. Skill in working effectively with patients and their representatives, managers, staff, physicians, other hospital departments, outside agencies and the public.
20. Ability to take initiative and exercise independent judgment.
21. Ability to interpret, adapts, and applies written guidelines and procedures to standard work practices.
22. Ability to identify issues that require the involvement of the Director.

### **EXPERIENCE**

Experience in health care and grants administration required.

### **WORKING ENVIRONMENT/PHYSICAL DEMANDS**

1. Medical office environment. Occasional evening or weekend work.
2. Requires sitting for extended periods of time, as well as some bending, stooping, and stretching.
3. Requires manual dexterity and eye-hand coordination sufficient to operate a keyboard, photocopies, telephone, calculator, and other office equipment.
4. Requires normal range of vision and hearing.

### **SUPERVISORY DUTIES**

1. Supervises clinic personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Writes Ryan White Part B and C competitive grants and continuation proposals, including needs assessment, progress reports as required, work plan, and budget. Researches and writes other grants as appropriate.
2. Oversees implementation of the Part C program and acts as a liaison between the Beacon Clinic, BCH, Regional Advisory Committee, federal officials, and local partner agencies to ensure that the Part C program is implemented according to:
  - a. federal program guidelines and requirements
  - b. the original vision and intent described in the grant application;
  - c. the organizational requirements of the fiscal agent (BCH);
  - d. any agreements made with various partner agencies such as BCAP, NCAP and others as necessary; and
  - e. the best interests of people living HIV/AIDS in the service area.
3. Develops and manages annual Part C budget in collaboration with the BCH Physicians Clinics Administration.
  - a. monitoring Part C grant expenditures and program revenue to ensure that budget targets are met;
  - b. making ongoing adjustments to the budget as needed;
  - c. ensuring that Part C monies and program revenue are expended efficiently and fairly, and in accordance with Part C program legislation and guidelines.
4. Coordinates collaborative program development such as:
  - a. a "Case Consult" integrating local Part B service providers, BCAP and NCAP, with Part C clinical providers at the Beacon Clinic.
  - b. a protocol for patient centered approach to "treatment adherence" that includes medical case managers and clinical staff;
  - c. coordinating primary and specialty HIV care between the Beacon Clinic, community health centers and other primary care providers.

5. Oversees ongoing implementation of the Beacon Clinic CQI program, including:
  - a. collecting and reporting data to measure progress toward established CQI goals;
  - b. facilitating monthly CQI Committee meetings to review CQI data and develop, implement, and monitor processes to improve outcomes;
  - c. developing new CQI measures as appropriate;
  - d. reporting CQI data and activities to the Quality Improvement Committee (QIC), the Beacon Consumer Advisory Board, and others as appropriate.
6. Oversees data collection, monitoring, and reporting. Including oversight of data entry into CAREWare; producing data reports for quarterly QIC meetings, demographic and financial analysis, and others as needed to support ongoing program planning.
7. Organizes and supports the Beacon Consumer Advisory Board per the established operating guidelines, including:
  - a. Facilitating 3-4 CAB meetings per year;
  - b. engaging the CAB in providing input and feedback on Beacon Clinic programs and services;
  - c. coordinating training activities to help the CAB implement its mission and achieve its goals;
  - d. Facilitating other CAB events and activities such as community forums as appropriate.
8. Communicates regularly with federal officials, especially the RWCA Part C Project Officer. Responds to requests for information and participates in meetings & conferences as necessary.
9. Produces reports and documents as requested/required by Health Resources and Services Administration (HRSA), BCH, the Colorado Department of Public Health and Environment (CDPHE).
10. Consistent and on time attendance is an essential function of the position.
11. Supports, and ensures compliance with organizational policies and procedures.
12. Ensures compliance with standards and regulations and CLIA, OSHA, JCAHO, employment law, and reimbursement including organization compliance plan.
13. Supports goals and objectives of the organization and promotes a supportive and productive environment.
14. Provides, presents, and analyzes data for fiscal, statistical and planning purposes.
15. Provides oversight and input the budget process. Responsible for grant expenditures and ensures that the grant remains within budget. Reviews and codes invoices and forwards to Finance Manager for approval to Accounts Payable in a timely manner. Keeps Finance Manager informed of variances in budget.
16. Responsible for the selection, training, orientation, assignment, and supervision of clinic personnel.
17. Reviews staff time cards as applies to grant cost center.
18. Attends staff and provider meetings on a regular basis to discuss clinic issues as it applies to the grant needs.
19. Acts as clinic liaison with all other departments and clinics, as well as with outside agencies and the public.
20. Address patient complaints. Meets with patients regarding billing and collection issues as necessary.
21. Is familiar with organizational, department and job specific environment of care areas. Including Life Safety, Utilities Management, Hazardous Materials Communications, Emergency Preparedness, Infection Control and Medical Equipment Failure.
22. Adheres to Standard Precautions as appropriate
  - a) The use of protective barriers as appropriate;
 

*gloves	*masks	*safety glasses
*gowns	*pocket masks	
  - b) Handling and disposing of infectious waste appropriately.
  - c) Hand washing and use of alcohol based hand sanitizer as needed.
23. Maintains strict confidentiality according to the Health Insurance Portability and Accountability Act in accordance with BCH policies and procedures.

24. Upholds guidelines set forth in clinic/organization.
25. Attends meetings and participates on committees as required.
26. Participates in professional development activities to keep current with healthcare trends and practices.
27. Maintains a neat and professional appearance.
28. Demonstrates commitment and dependability.
29. Meets standards of professional and ethical conduct.
30. Establishes and maintains effective, professional working relationships with patients and their representatives, managers, staff, physicians, other hospital departments, outside agencies, and the public.
31. Embraces and upholds philosophy of patient service and satisfaction.

### **PATIENT CARE/INTERACTION**

When applicable, employees must be able to adjust the essential functions they perform appropriately to the age of their patient/customer. Employees must demonstrate knowledge of the principles of growth and development and the knowledge and skills necessary to provide for the primary population of patients served in the department. Employees demonstrate the ability to alter care and patient/family education based on the age or developmental level of the patient.

Primary patient population served. (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Neonate/Infant (birth – 12 months) | <input checked="" type="checkbox"/> Adult (17 – 69 years)   |
| <input type="checkbox"/> Child (13 months – 12 years)       | <input checked="" type="checkbox"/> Older Adult (70+ years) |
| <input type="checkbox"/> Adolescent (13 – 17 years)         |   |

### **OTHER DUTIES/RESPONSIBILITIES**

1. Performs duties as necessary to cover clinic needs and meet deadlines.
2. Completes special projects as requested.
3. Performs related duties as required.

### **EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB**

A detailed list of all competencies is listed in the competency-based orientation checklist that is an addendum to this job description.

The department director is responsible for designating appropriate security responsibilities and levels of supervision required for any Greenway and/or Meditech access this position might have. This is done on the Information Systems Access form.